

Visitor information pack

Date:

9 June 2022

Venue:

Kent Event Centre,
ME14 3JF



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A

Accidents and near misses

If you are involved in or witness an accident or near miss while onsite, please report it to the organiser's office immediately, which is located at the back of the Maidstone exhibition hall.

Accessibility

Full details on accessibility can be found on the [Kent Event centre website](#).

Arrival

On arrival, please follow the directions of the traffic marshals to the entrance of the exhibition. Please have your ticket ready to scan into the event. Everyone will need to have pre-registered and have downloaded their ticket before they enter the venue. If you have issues with a cracked phone screen, please bring a printed copy of your ticket to be scanned.

Your exhibition ticket is personal to you and should not be passed on to other group members, as this could compromise the security of your data.

To comply with data protection regulations, it's essential that individuals at our exhibitions use their own ticket – both on entering, and when visiting exhibitors' stands. Anyone found to be in breach of this will be asked to leave the event and register again to be readmitted.

Please be aware, we will be conducting bag searches and wand checks upon entry.

C

Car parking

There is free parking on-site. Please display the parking permit at the back of this pack on your windscreen. Please follow the directions of the traffic marshals, and enter the site through the main entrance, to the designated car park.

Catering

There are refreshments for visitors to purchase at the venue, located in the John Hendry Hall and will be signposted. A variety of items are available.

Cloakroom

There are no cloakroom facilities at the venue. Visitors are responsible for their own personal belongings.

Coaches

If you're travelling by coach or minibus, please follow the directions of the traffic marshals.

If you're travelling by coach, when you arrive, you will be directed by the traffic marshals to the coach drop-off point and car park. Please display your coach pass which will be sent out approximately 2 weeks before the event.

Due to the large number of coaches, it is essential to follow the traffic marshals' instructions at all times.

Covid-19 Precautions

Face coverings

We highly recommend that you wear a face covering inside the venue and the hall unless you are exempt. We will have a provision of these at the registration area but advise that you bring your own.

Social distancing

We will be promoting a recommended social distancing of 1m+ within the public areas in the venue and our event hall.

Self-scan for tickets and onsite registration

This year we will be operating a self-scan service to gain entry into the event hall. Support will be available for this service if required.

Cleaning

Kent Event Centre will be regularly cleaning high traffic and touchpoint areas throughout the event.

Hygiene

There are hand sanitiser stations located throughout the venue and in our event hall. but we also advise you to bring your own hand gel, if possible.

Please note that the information and advice in the COVID 19 precautions section is based on the latest government advice as of 28 January 2022.

D

Directions

By car and coach:

The venue is located on the A249, which is a dual carriageway. From the M20, exit the motorway at junction 7, and follow signs to Sittingbourne and Sheerness A249. The Kent Showground is clearly marked, and is approximately two miles from the junction.

From the M2, exit the motorway at junction 5, signposted Maidstone A249. The Kent Showground is approximately five miles away, and the postcode is ME14 3JF.

By rail:

The nearest train station is Maidstone East. Ashford International is a 20 minute drive (20 miles).

E

Emergency procedures

In the event of an emergency please follow the instructions of our security staff.

Event staff

For any general queries during the event (e.g. directions to facilities), ask any of the event staff, who can be identified by their UCAS Discovery t-shirts.

F

First aid

There will be first aid cover throughout the open day of the exhibition, and the venue has a medical room staffed by qualified first aiders. Should you require medical assistance, please contact the organisers in the organiser's office.

I

Insurance

The organiser has adequate public and employee liability cover.

While the organisers take every precaution to protect visitor property during an event, they aren't responsible for any loss or damage. All group leaders should ensure they have adequate public and employers' liability cover, in line with the booking terms and conditions.

Internet

An open WiFi network is available at this event, but a reliable connection cannot be guaranteed.

L

Lost property

All property found should be handed to the venue or the organiser's office, where it will be retained during the event, or until the owner comes forward. If no owner is found for the duration of the event, the property will be left with the venue. If after one to two months, no claim in respect of that property has been made, the licensor shall consider the property to have been abandoned and shall receive the rights to offer that property for sale.

O

Organisers

The organiser's office is located between both exhibition halls, just off the Maidstone exhibition hall, and signposted by a large flag. A member of the events team will be in the office throughout the event.

P

Parking

Please see the information in the 'Cars' and 'Coaches' section for details.

R

Risk assessment

The organiser has completed a risk assessment for the event, a copy of this can be obtained by:
Group bookings – the group lead can download a copy of the risk assessment by clicking the link in their confirmation email, select the manage group bookings option and then log into their booking and click the download risk assessment button. (as per screenshot below)



[Manage Group Bookings](#) [Change password](#) [Change event](#) [Sign out](#)

Manage Group Bookings

You can use this area to help you manage your group booking(s).

Session details - on this page you can view the group bookings you have made, change the size of your group, view who has registered and add other advisers to the group.

Email invitations - from here you can invite your students and advisers to join your group.

[Download risk assessment](#)

Session details

Email invitations

Individual bookings – a copy of the risk assessment can be requested by emailing events@ucas.ac.uk.

S

Security

Security is provided for the event at all times. If you are a victim of theft, please report it to the organiser's office immediately.

Student talks – Live Lounge

Live Lounge - Student talks will run throughout the event within our main stage and subject live stage. These can all be found in the main hall and will be signposted. A full programme of events can be found on the [event webpage](#).

Smoking

The venue operates a strict no smoking policy in the venue and would ask for your full cooperation in ensuring this is complied with. This includes e-cigarettes.

Visitor parking permit

UCAS Discovery Kent 2022

Valid for parking at:

Kent Event Centre, Kent Showground, Detling,
Maidstone, ME14 3JF

Date valid: 9 June 2022

Please display this pass in the windscreen of your vehicle to avoid parking charges during your stay.
This parking permit does not guarantee a space – parking is allocated on a first-come, first-served basis.